

## **Public Works**



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## Department Description

The Public Works Department is a department comprised of the Contracting, Engineering & Capital Projects (E&CP) and General Services Divisions.

E&CP provides a full range of engineering services for the City's capital investment in its various types of infrastructure. E&CP is responsible for the planning, design, project management, and construction management of public improvement projects; quality control and inspection of private work permitted in the right-of-way; and surveying and materials testing.

The core mission of General Services is to provide the most efficient and effective direct support to other City departments, enabling the provision of critical public services. City staff relies on General Services for a range of basic tasks including vehicle maintenance, facilities repair, and publishing services.



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# Public Works - Contracting



## Division Description

The Public Works-Contracting Group (PW-CG) is responsible for the City's procurement of the Capital Improvements Program's (CIP) construction and associated professional consulting services contract management functions to ensure that contracts are meeting the City's CIP needs. The Group manages the centralized advertising and award of CIP-related construction contracts and professional services necessary to support the City's operational and administrative functions. Procurement professionals carry on the advertisement and award of the City's construction and professional services requirements in conformance with the City Charter and Municipal Code.

The PW-CG's mission is:

*To support the Strategic Plan goals and objectives of centralized procurement for the City's Capital Improvement Plan construction, professional architectural/engineering, and related professional services by providing superior services supporting the City's departments (internal customers) and the specialized construction and professional services community (external customers) supplying the services*

## Goals and Objectives

The following goals and objectives represent the action plan of the Department:

***Goal 1: Procure high quality construction and related professional services at the best value possible for the City while promoting a fiscally-sound and efficient government***

It is important to provide the highest quality construction contracts and consulting services at the best value to meet the various operational needs of the City. The PW-CG continues to move toward accomplishing this goal by focusing on the following objectives:

- Standardize procurement operations
- Streamline procurement measures
- Review and implement improvements to procurement measures to maximize existing technology.
- Evaluate new opportunities to establish strong service provider community relations with the City
- Implement strategic sourcing
- Support diversity and local businesses

***Goal 2: Effectively manage contracts and related data, and promote a fiscally-sound and efficient City government***

Having well-managed contracts, agreements, and supporting documents aids in the effective operation of the PW-CG and the City as a whole, and will result in more efficient and timely receipt of construction and consulting professional services. The Division moves toward accomplishing this goal by focusing on the following objectives:

- Implement integrated technical solutions for comprehensive contract management
- Provide customers with increased outreach on bid opportunities
- Improve staff contract administration training
- Streamline the internal customer complaint notification process
- Resolve contractor issues in a timely manner

# Public Works - Contracting

## ***Goal 3: Provide excellent customer service***

Ensuring that customers are provided excellent service is paramount to the organization. PW-CG will work to ensure that it is able to deliver accurate and timely customer service to enable City employees to perform their jobs more effectively. The Division moves toward accomplishing this goal by focusing on the following objectives:

- Improve guidance and resources available for internal and external customers
- Provide basic customer service training for staff
- Enhance teamwork
- Solicit customer feedback and use it to improve service delivery

## ***Goal 4: Pursue workforce learning to ensure critical, high quality skill sets, and a responsive and innovative workforce***

Developing and retaining a trained and skilled workforce is essential to the success of PW-CG. Ensuring that its employees are adequately trained, that they continue to pursue professional development/education, and take advantage of development opportunities helps to create a high performing organization that operates more efficiently and effectively. The Division moves toward accomplishing this goal by focusing on the following objectives:

- Participate in professional organizations and regional contracting efforts
- Support professional development and training
- Implement team rotations and cross-training

## ***Goal 5: Promote the highest ethical standards and behaviors among employees to promote public trust and confidence in City government***

PW-CG moves toward accomplishing this goal by focusing on the following objectives:

- Offer training to management and staff on ethical standards
- Provide management review of standards and ethical practices to staff on a regular basis

## Key Performance Indicators

Performance Measure	Actual FY2012	Estimated FY2013	Target FY2014
1. Average calendar days from bid opening to construction contract award	75	90	90
2. Average calendar days from proposal receipt to consultant/vendor selection/contract award	120	126	120
3. Percent of staff attending City-wide training on ethics and general citywide codes of conduct	100%	100%	100%
4. Number of construction contracts awarded (Limited Notice to Proceed (LNTP))	194	180	160

## Service Efforts and Accomplishments

### Public Works-Contracting Group

- Awarded 160 contract actions for construction of capital improvements
- Awarded 60 Architecture/Engineering and Professional Contract actions
- Reduced the amount of time to award contracts to 92 days on average to match the 90 day established industry standard
- Incorporated the requirements for construction contracts listing mandated by Proposition A

## Public Works - Contracting

- Eliminated the backlog of procurement protests
- Answered 16 Public Records Act (PRA) Requests for information on CIP and A/E contracts within the required 10-day window response time required by law
- Completed review of potential electronic bidding systems to replace existing eBidboard
- Selected (in conjunction with Purchasing & Contracts and Equal Opportunity Contracting Program) PlanetBids as the single point of vendor registration and distribution of procurement documentation for the City
- Completed major review of the City's existing Terms and Conditions
- Centralized the management of City's procurement boilerplates for construction contracts
- Hired the following positions to improve service levels and management of CIP procurement actions:
  - o Principal Contract Specialist (Vacancy [Fiscal Year 2009] fill)
  - o Senior Contract Specialist (Vacancy [Fiscal Year 2010] fill)
  - o Contract Specialist (New approved position [Fiscal Year 2013])



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# Public Works - Contracting

## Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
FTE Positions (Budgeted)	0.00	0.00	19.00	19.00
Personnel Expenditures	\$ -	\$ -	\$ 1,936,549	\$ 1,936,549
Non-Personnel Expenditures	-	-	160,916	160,916
<b>Total Department Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,097,465</b>	<b>\$ 2,097,465</b>
<b>Total Department Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,053,393</b>	<b>\$ 1,053,393</b>

## General Fund

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Public Works - Contracting	\$ -	\$ -	\$ 2,097,465	\$ 2,097,465
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,097,465</b>	<b>\$ 2,097,465</b>

### Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Public Works - Contracting	0.00	0.00	19.00	19.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>19.00</b>	<b>19.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Transfer of Contracting Team</b>	17.00	\$ 1,843,877	\$ 470,189
Transfer of the Contracting Team from the Public Works - Engineering & Capital Projects Department's to the Public Works - Contracting Department.			
<b>Addition of Administrative Positions</b>	2.00	141,672	141,672
Addition of 1.00 Administrative Aide 2 and 1.00 Clerical Assistant 2 and offsetting revenue to provide administrative and budget support.			
<b>Equipment/Support for Information Technology</b>	0.00	88,116	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>Non-Discretionary Adjustment</b>	0.00	23,800	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
<b>Revised Revenue</b>	0.00	-	441,532
Adjustment to reflect Fiscal Year 2014 revenue projections.			
<b>Total</b>	<b>19.00</b>	<b>\$ 2,097,465</b>	<b>\$ 1,053,393</b>

# Public Works - Contracting

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ -	\$ 1,113,399	\$ 1,113,399
Fringe Benefits	-	-	823,150	823,150
<b>PERSONNEL SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,936,549</b>	<b>\$ 1,936,549</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ -	\$ 19,614	\$ 19,614
Contracts	-	-	20,300	20,300
Information Technology	-	-	108,562	108,562
Energy and Utilities	-	-	5,340	5,340
Other	-	-	7,100	7,100
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,916</b>	<b>\$ 160,916</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,097,465</b>	<b>\$ 2,097,465</b>

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Charges for Services	\$ -	\$ -	\$ 1,053,393	\$ 1,053,393
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,053,393</b>	<b>\$ 1,053,393</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	0.00	0.00	2.00	\$36,962 - \$44,533	\$ 86,840
20000024	Administrative Aide 2	0.00	0.00	2.00	42,578 - 51,334	92,629
20000071	Assistant Engineer-Civil	0.00	0.00	5.00	57,866 - 69,722	269,824
20000145	Associate Engineer-Civil	0.00	0.00	2.00	66,622 - 80,454	154,472
20000119	Associate Management Analyst	0.00	0.00	1.00	54,059 - 65,333	63,700
20000539	Clerical Assistant 2	0.00	0.00	2.00	29,931 - 36,067	65,096
20000545	Contracts Processing Clerk	0.00	0.00	1.00	32,968 - 39,811	32,968
20001222	Program Manager	0.00	0.00	1.00	46,966 - 172,744	110,580
20000890	Senior Civil Engineer	0.00	0.00	2.00	76,794 - 92,851	167,324
20000015	Senior Management Analyst	0.00	0.00	1.00	59,363 - 71,760	69,966
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>0.00</b>	<b>19.00</b>		<b>\$ 1,113,399</b>

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
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## Fringe Benefits

Employee Offset Savings	\$ -	\$ -	\$ 13,705	\$ 13,705
Flexible Benefits	-	-	113,974	113,974
Long-Term Disability	-	-	6,166	6,166
Medicare	-	-	16,566	16,566
Other Post-Employment Benefits	-	-	113,166	113,166
Retiree Medical Trust	-	-	375	375
Retirement 401 Plan	-	-	1,502	1,502
Retirement ARC	-	-	441,092	441,092
Retirement DROP	-	-	2,832	2,832
Retirement Offset Contribution	-	-	4,113	4,113

## Public Works - Contracting

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Risk Management Administration	-	-	18,936	18,936
Supplemental Pension Savings Plan	-	-	53,212	53,212
Unemployment Insurance	-	-	3,312	3,312
Workers' Compensation	-	-	34,199	34,199
<b>Fringe Benefits Subtotal</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 823,150</b>	<b>\$ 823,150</b>
<b>Total Personnel Expenditures</b>			<b>\$ 1,936,549</b>	



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# Public Works - Engineering & Capital Projects



## Division Description

Public Works-Engineering & Capital Projects (PW-E&CP) activities include work on various public infrastructure assets to rehabilitate, restore, improve, and add to the City of San Diego's capital facilities. PW-E&CP provides a full range of engineering services for the City's capital investment in its various types of infrastructure. PW-E&CP is responsible for the planning, design, project management, and construction management of public improvement projects; quality control and inspection of private work permitted in the right-of-way (ROW); and surveying and materials testing. PW-E&CP's work covers a wide range of projects including libraries, fire, lifeguard and police stations, parks and recreation centers, lighting and traffic signals, street improvements, bikeways and other transportation projects, drainage and flood control facilities, rebuilding and expanding water and sewer pipelines, treatment plants, pump stations, and dry utilities under-grounding projects. For Fiscal Year 2014, the Contracting Group was restructured out of PW-E&CP and will be an independent division within the Public Works department. The restructure does not impact the purpose and nature of the work.

PW-E&CP is comprised of the following divisions:

### Architectural Engineering & Parks

Architectural Engineering & Parks manages the implementation of non-ROW and vertical capital improvement projects. This responsibility includes the design and project management of public buildings (such as libraries, lifeguard stations, fire stations, and police stations), parks, recreation facilities, airport-related projects, water and sewer treatment plants, reservoirs, and pump station projects.

### Field Engineering

Field Engineering manages construction contracts, materials testing, land surveying services, and geological assessment/support. These responsibilities include quality assurance/quality control inspection of CIP projects on City property or within the City's ROW, inspection of private land development of public infrastructure, land survey support for design mapping/construction staking, traffic engineering support during construction, and testing of construction materials in the field and at manufacturing facilities throughout the region.

### Project Implementation

Project Implementation provides centralized technical, operational, and project support services to the other functions within the Public Works Department, as well as other departments in the City. These services include preliminary engineering and project controls, CIP fund management, Americans with Disabilities Act (ADA) compliance review for CIP projects, job order contracting, and as-needed consultants contract management, quality control and standards, environmental and permitting assistance, community outreach, and information technology.

### ROW Design

ROW Design manages the implementation of ROW and primarily horizontal capital improvement projects. This responsibility includes the design and project management of water and sewer pipelines, transportation and street-related projects, traffic calming measures, bike and pedestrian paths, bridges, flood plains and drainage infrastructure, signals, streetlights, and utilities under-grounding projects.

# Public Works - Engineering & Capital Projects

PW-E&CP's mission is:

*To provide exceptional engineering services including technical and operational support, design, and construction for the Capital Improvement Program, and oversight of the development of public infrastructure and facilities in an expeditious, cost-effective manner while maintaining the highest degree of quality*

## Goals and Objectives

The following goals and objectives represent the action plan of the Department:

***Goal 1: Provide courteous, accessible, seamless, and responsive services to foster partnerships and strengthen relationships with communities, industry, service providers, and customers***

With internal/external customers being the focal point of how PW-E&CP delivers services, this goal is the starting point for achieving the Department's objectives. PW-E&CP recognizes that its customers play a crucial role in how, when, and why it delivers a product. PW-E&CP will move toward accomplishing this goal by focusing on the following objectives:

- Communicate clearly and effectively and collaborate with internal and external customers
- Manage customer expectations to achieve customer satisfaction
- Deliver services seamlessly to customers

***Goal 2: Manage and utilize personnel and processes to effectively and efficiently deliver projects***

PW-E&CP must ensure the delivery of an efficient and effective product or service to its customer. PW-E&CP will move toward accomplishing this by focusing on the following objectives:

- Deliver capital projects on time and in a cost-effective manner
- Deliver the overall capital program in accordance with the annual execution plans

***Goal 3: Implement a uniform and objective ranking system to prioritize all CIP projects effectively and efficiently***

This goal is focused on making sure that PW-E&CP is targeting its CIP resources toward the City's greatest needs. PW-E&CP will move toward accomplishing this goal by focusing on the following objective:

- Institute and maintain a project prioritization system to include all asset classes and project types

***Goal 4: Continue to enhance and maintain quarterly the City's CIP Website***

Maintaining a functioning CIP website that communicates CIP project schedules, location, and funding is essential in providing a fully transparent Capital Improvement Program.

- Periodically maintain the CIP website according to Council Policy guidelines

# Public Works - Engineering & Capital Projects

## Key Performance Indicators

Performance Measure	Actual FY2012	Estimated FY2013	Target FY2014
1. Miles of waterline-related contracts awarded (Limited Notice to Proceed (NTP))	28	20	20
2. Miles of sewer lines replaced/rehabilitated (Beneficial Occupancy/Beneficial Use (BO/BU))	66	60	45
3. Percentage of CIP projects that are within 66 working days of their Baseline Schedule	N/A	85%	85%
4. Total amount of CIP Project funding Expensed in projects managed by PW-ECP	\$305M	\$300M	\$305M

## Service Efforts and Accomplishments

In Fiscal Year 2013, PW-E&CP's portfolio is projected to include approximately 937 active projects at the end of the second quarter of Fiscal Year 2013. There are currently 487 capital improvement projects across the City requiring design services and managed construction work that is estimated to exceed \$2.04 billion. During Fiscal Year 2013, PW-E&CP anticipates awarding a total of 158 projects in the amount of \$356 million. In addition, PW-E&CP will complete the construction of 133 City-wide projects that are estimated to total \$413.5 million. During Fiscal Year 2012, the City Council authorized PW-E&CP to begin to implement the CIP streamlining process that is critical for expediting the transitioning of projects from design phase to construction and finally, to the asset owner. The implementation of the CIP streamlining process continues to address requests made in the recent audits performed by the Office of the City Auditor by reducing the length of time it takes for contracts to get awarded.

The following is a sample of the various infrastructure improvement projects that is being undertaken from July 2012 through June 2013:

### Buildings and Other Facilities:

One of the more recognizable examples of Public Works' Libraries CIP's is the new Central Library which is scheduled for completion in Fiscal Year 2013. Other new Library CIP's that Public Works is currently implementing are the new San Ysidro Library, the new Skyline Hills Library, and the new Mission Hills Hillcrest Library. Public Works is also implementing improvements to existing libraries such as the initiation of HVAC improvements design for the Rancho Penasquitos Library, and the completion of plumbing improvements at the San Diego Main Library.

### Parks

Examples of new Park facilities that Public Works completed in Fiscal Year 2013 include the two new comfort stations: Ocean Beach Comfort Station, and the Mission Trails Regional Park Equestrian Center Comfort Station. Construction was also completed in Fiscal Year 2013 on the Linda Vista Community Park Picnic Area, the West Lewis Mini Park, and the Sunroad/Centrum Neighborhood Park. Construction was started in Fiscal Year 2013 on the City Heights Square Mini Park. In Fiscal Year 2013, Public Works completed the construction of playground upgrades at Walker Neighborhood Park and Del Mar Trails Park.

### Americans with Disabilities Act (ADA)

Public Works also implements the design and construction of ADA improvements that bring existing City facilities up to ADA compliance. For example, in Fiscal Year 2013 Public Works initiated the ADA improvements design for the following park facilities at Balboa Park: Casa de Balboa, Museums of Man, Timken Museum, Morley Field Tennis Registration, and Balboa Park's United Nations & Hall of Nations buildings.

# Public Works - Engineering & Capital Projects

## Water and Sewer Facilities

PW-E&CP is projected to complete the construction of 60 miles of sewer main and trunk sewer replacements/rehabilitations, maintenance holes, sewer laterals, and related appurtenances. In addition, 20 miles of water main replacements, water services, valves, and pressure reducing stations and related appurtenances were awarded in numerous construction contracts.

A sample of the projects scheduled for completion includes the Sewer Pump Station 1 and 2 Upgrades, Sunset Cliffs Trunk Sewer, Harbor Drive Trunk Sewer, East Point Loma Trunk Sewer, Montezuma Trunk Sewer, Pacific Highway Trunk Sewer, USIU Trunk Sewer Replacement, Alvarado Trunk Sewer Phase III and IIIA, Grantville Trunk Sewer, Palm City Trunk Sewer, Balboa Terrace Trunk Sewer, Sewer Pump Station Group I, Carmel Valley Recycled Waterline, and Torrey Pines/La Jolla Blvd Phase 3. In addition, design and/or construction of the following projects is currently underway: Grit Processing at the Point Loma Wastewater Treatment Plant, Water System Improvements and Access Road Drainage Improvements at the Metro Biosolids Center, Sewer Pump Station 27-Phase 2, Scripps Miramar Pump Station Upgrades, Miramar Water Treatment Plant Contract D, Water Department Security Upgrades, Chollas Building, and the Lower Otay Reservoir Emergency Outlet Improvements.

## Utilities Undergrounding

The Utilities Undergrounding program implements the removal of utility lines (electric, phone, cable) and affiliated poles from overhead to relocation underground. Approximately 67 miles are scheduled for construction with approximately 15 miles projected for completion in Fiscal Year 2013. At the end of Fiscal Year 2014, an estimated 43 miles will be in design and an estimated 25 miles will begin construction in Fiscal Year 2014 and 2015. Additionally, over 600 curb ramps will be installed throughout the City as part of the undergrounding program.

## Transportation

The following projects are scheduled for completion in Fiscal Year 2013: 40th Street Promenade-Mid City Urban Trail, Carmel Country Road, various citywide installations of sidewalks, Class II bicycle lanes, curb ramps, 54th and Muir Streets Sidewalk, West Point Loma Sidewalk, traffic calming measures, signal modifications, and new streetlight and traffic signal installations.

Multiple projects are also in design or construction including: Mission Beach Boardwalk Bulkhead, Talbot Street Slope, Azalea Park Artistic Enhancement, Talmadge Series Circuit Upgrades, San Diego River Multi-Use Bicycle & Pedestrian Way, Skyline Drive Improvements, Ted Williams Pedestrian Bridge, Hillery Drive Widening, University Avenue at Alabama Bike & Pedestrian Safety, Palm Avenue Roadway Improvements, and the 25th Street Renaissance Project. Various sidewalks, curb ramps, pedestrian improvements, traffic calming measures, signal modifications, and new streetlight and traffic signal installations throughout the City were also under design or construction.

## Drainage

During Fiscal Year 2013, the following storm drains will be completed: Kellogg Park Green Lot Infiltration System, Nye Street Storm Drain Replacement, Arden Way Storm Drain Replacement, 46th Slope Restoration, La Cresta Storm Drain Pipe Replacement, Judy Lee Storm Drain, Maryland Street Storm Drain Replacement, North Talmadge Drive Storm Drain Replacement, and Mount Abernathy Drive Green Street.

Projects under design and/or construction include 34th Street Storm Drain, Bannock Avenue Streetscape, Coolidge Street Storm Drain, El Camino del Teatro Storm Drain Replacement, La Jolla Ecological Reserve ASBS Low Flow Diversion, Maple Canyon Restoration - Phase I, Marindustry Osler Park Ridge Watershed, Mobley Street Storm Drain, Rue Cheaumont Storm Drain, La Jolla Alta Drive Drainage Phase II, the Avenida De la Playa Infrastructure Replacement, Hornblend Alley Storm Drain, Bonilla Drive Storm Drain Replacement, Van Dyke Ave Storm Drain Replacement, Laurelridge Court Storm Drain, Cardinal Drive Storm Drain, Norma Drive Storm Drain Replacement, Jean Drive Storm Drain Replacement, Manhasset Storm Drain, San Remo Way Storm Drain, Princess View Drive



# Public Works - Engineering & Capital Projects

Storm Drain Replacement, Storm Drain Lining Group 1A, Avocado Place Storm Drain, and Fontaine Street Storm Drain.

## **Emergency Projects**

During Fiscal Year 2013, PW-E&CP has responded to emergencies and other unplanned work on several City facilities that included the following projects: Rancho Mission Road Slope Repair, QUALCOMM Stadium Concrete Repair and continued on the 32nd and Harbor Drive MH replacement.

## **Equal Opportunity Contracting**

PW-E&CP continues to support the Small Local Business Enterprise (SLBE) Program through a variety of delivery methods such as Job Order Contracts (JOC), Design-Build, and Design-Bid-Build, some of which are exclusive to SLBE/ELBE (Emerging Local Business Enterprise)-certified contractors. The Department continues to assist and support the Equal Opportunity Contracting team in the development of the program requirements for the construction contracts, determination of the subcontracting participation percentages, and conducting outreach for the SLBE Program that included the development of the now recognized website, [www.sdsmlcontract.com](http://www.sdsmlcontract.com), informational workshops, and the SLBE Program's promotion at industry networking events.



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# Public Works - Engineering & Capital Projects

## Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
FTE Positions (Budgeted)	469.03	479.67	469.88	(9.79)
Personnel Expenditures	\$ 52,252,935	\$ 53,653,739	\$ 54,916,303	\$ 1,262,564
Non-Personnel Expenditures	5,422,958	7,432,550	6,551,652	(880,898)
<b>Total Department Expenditures</b>	<b>\$ 57,675,894</b>	<b>\$ 61,086,289</b>	<b>\$ 61,467,955</b>	<b>\$ 381,666</b>
<b>Total Department Revenue</b>	<b>\$ 56,724,451</b>	<b>\$ 56,188,544</b>	<b>\$ 56,409,139</b>	<b>\$ 220,595</b>

## General Fund

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Architectural Engineering & Parks	\$ 7,485,424	\$ 7,722,711	\$ 7,862,350	\$ 139,639
Business & Support Services	3,024,089	2,793,040	338,256	(2,454,784)
Field Engineering	18,906,275	19,579,613	19,735,329	155,716
Project Implementation	12,966,977	13,594,702	17,864,338	4,269,636
Public Works-Contracting	-	1,639,187	-	(1,639,187)
Right-of-Way Design	15,293,129	15,757,036	15,667,682	(89,354)
<b>Total</b>	<b>\$ 57,675,894</b>	<b>\$ 61,086,289</b>	<b>\$ 61,467,955</b>	<b>\$ 381,666</b>

### Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Architectural Engineering & Parks	53.25	53.25	53.80	0.55
Business & Support Services	35.71	26.96	1.00	(25.96)
Field Engineering	147.30	148.30	152.25	3.95
Project Implementation	107.10	109.10	134.83	25.73
Public Works-Contracting	0.00	15.39	0.00	(15.39)
Right-of-Way Design	125.67	126.67	128.00	1.33
<b>Total</b>	<b>469.03</b>	<b>479.67</b>	<b>469.88</b>	<b>(9.79)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	(0.25)	\$ 2,370,875	\$ -
Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.			
<b>Addition of Engineering Positions</b>	4.00	448,899	590,784
Addition of 1.00 Senior Civil Engineer, 1.00 Associate Civil Engineer, 1.00 Assistant Civil Engineer, and 1.00 Principal Engineering Aide and offsetting revenue to support the Field Engineering Division in maintaining storm water compliance on all construction projects.			

# Public Works - Engineering & Capital Projects

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Transfer of Information Systems Positions</b> Transfer of 1.00 Information Systems Analyst 2 and 1.00 Information Systems Technician from the Public Works General Services Department to the Public Works Engineering & Capital Projects Department.	2.00	208,459	-
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	2.46	123,930	-
<b>New Global Positioning System (GPS) Contract</b> Addition of expenditures for data/service plan associated with new GPS contract.	0.00	1,512	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(6,292)	-
<b>Transfer of Grant Invoicing</b> Transfer of 1.00 Administrative Aide 2 and associated non-personnel expenditures from the Public Works Engineering & Capital Projects Department to the Transportation & Storm Water Department to improve the efficiency of grant invoicing.	(1.00)	(95,722)	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(826,118)	-
<b>Transfer of Contracting Team</b> Transfer of the Contracting Team from the Public Works - Engineering & Capital Projects Department to the Public Works - Contracting Department.	(17.00)	(1,843,877)	(470,189)
<b>Revised Revenue</b> Adjustment to reflect revised revenue projections.	0.00	-	100,000
<b>Total</b>	<b>(9.79)</b>	<b>\$ 381,666</b>	<b>\$ 220,595</b>

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 32,289,685	\$ 33,189,898	\$ 32,408,426	\$ (781,472)
Fringe Benefits	19,963,251	20,463,841	22,507,877	2,044,036
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 52,252,935</b>	<b>\$ 53,653,739</b>	<b>\$ 54,916,303</b>	<b>\$ 1,262,564</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 274,580	\$ 593,827	\$ 574,817	\$ (19,010)
Contracts	755,810	882,399	860,796	(21,603)
Information Technology	2,839,800	4,423,723	3,451,961	(971,762)
Energy and Utilities	328,505	394,119	364,346	(29,773)
Other	990,772	926,109	1,117,517	191,408
Transfers Out	233,491	113,545	107,016	(6,529)
Capital Expenditures	-	98,355	74,726	(23,629)

# Public Works - Engineering & Capital Projects

## Expenditures by Category (Cont'd)

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Debt	-	473	473	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 5,422,958</b>	<b>\$ 7,432,550</b>	<b>\$ 6,551,652</b>	<b>\$ (880,898)</b>
<b>Total</b>	<b>\$ 57,675,894</b>	<b>\$ 61,086,289</b>	<b>\$ 61,467,955</b>	<b>\$ 381,666</b>

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Charges for Services	\$ 56,717,329	\$ 56,188,544	\$ 56,409,139	\$ 220,595
Other Revenue	7,121	-	-	-
<b>Total</b>	<b>\$ 56,724,451</b>	<b>\$ 56,188,544</b>	<b>\$ 56,409,139</b>	<b>\$ 220,595</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
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### FTE, Salaries, and Wages

20000011	Account Clerk	4.00	4.00	<b>4.00</b>	\$31,491 - \$37,918	\$ 146,075
20000012	Administrative Aide 1	1.00	3.00	<b>1.00</b>	36,962 - 44,533	43,420
20000024	Administrative Aide 2	4.00	5.00	<b>3.00</b>	42,578 - 51,334	140,583
20001140	Assistant Department Director	1.00	1.00	<b>1.00</b>	31,741 - 173,971	135,805
20000071	Assistant Engineer-Civil	0.00	4.00	<b>0.00</b>	57,866 - 69,722	-
20000070	Assistant Engineer-Civil	133.00	134.00	<b>134.75</b>	57,866 - 69,722	8,362,321
90000070	Assistant Engineer-Civil - Hourly	0.78	0.78	<b>1.67</b>	57,866 - 69,722	96,636
20000077	Assistant Engineer-Electrical	5.00	5.00	<b>5.00</b>	57,866 - 69,722	335,268
20000116	Assistant Engineer-Traffic	6.00	6.00	<b>6.00</b>	57,866 - 69,722	407,874
20000145	Associate Engineer-Civil	0.00	2.00	<b>0.00</b>	66,622 - 80,454	-
20000143	Associate Engineer-Civil	83.00	82.00	<b>83.00</b>	66,622 - 80,454	6,394,787
90000143	Associate Engineer-Civil - Hourly	0.00	0.00	<b>0.39</b>	66,622 - 80,454	25,983
20000150	Associate Engineer-Electrical	2.00	2.00	<b>2.00</b>	66,622 - 80,454	156,886
20000154	Associate Engineer-Mechanical	1.00	1.00	<b>1.00</b>	66,622 - 80,454	78,443
20000167	Associate Engineer-Traffic	4.00	4.00	<b>4.00</b>	66,622 - 80,454	313,772
20000137	Associate Management Analyst	1.00	1.00	<b>0.00</b>	54,059 - 65,333	-
20000119	Associate Management Analyst	12.00	12.00	<b>11.00</b>	54,059 - 65,333	669,954
90000119	Associate Management Analyst - Hourly	0.00	0.00	<b>0.39</b>	54,059 - 65,333	21,083
20000162	Associate Planner	6.00	6.00	<b>5.00</b>	56,722 - 68,536	324,014
20000649	Biologist 3	0.00	0.00	<b>1.00</b>	62,005 - 75,067	73,190
20000539	Clerical Assistant 2	7.00	7.00	<b>6.00</b>	29,931 - 36,067	199,774
90000544	Clerical Assistant 2 - Hourly	0.96	0.96	<b>0.96</b>	29,931 - 36,067	28,734
20000545	Contracts Processing Clerk	4.00	6.00	<b>4.00</b>	32,968 - 39,811	155,264
20001168	Deputy Director	4.00	4.00	<b>4.00</b>	46,966 - 172,744	476,537
90001168	Deputy Director - Hourly	0.50	0.50	<b>0.50</b>	46,966 - 172,744	54,928
20000924	Executive Secretary	1.00	0.00	<b>0.00</b>	43,555 - 52,666	-
20000290	Information Systems Analyst 2	2.00	2.00	<b>3.00</b>	54,059 - 65,333	126,746
20000293	Information Systems Analyst 3	1.00	1.00	<b>1.00</b>	59,363 - 71,760	69,607
20000998	Information Systems Analyst 4	1.00	1.00	<b>1.00</b>	66,768 - 80,891	78,464

# Public Works - Engineering & Capital Projects

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
20000377	Information Systems Technician	0.00	0.00	<b>1.00</b>	42,578 - 51,334	50,051
20000551	Junior Engineer-Civil	1.00	0.00	<b>0.00</b>	50,003 - 60,549	-
90000552	Junior Engineer-Civil - Hourly	0.50	0.50	<b>0.51</b>	50,003 - 60,549	25,502
20000556	Junior Engineering Aide	1.00	1.00	<b>1.00</b>	38,688 - 46,571	45,407
20001018	Land Surveying Assistant	13.00	13.00	<b>13.00</b>	57,866 - 69,722	883,345
20001019	Land Surveying Associate	5.00	5.00	<b>5.00</b>	66,622 - 80,454	313,772
90001073	Management Intern - Hourly	4.26	4.36	<b>5.35</b>	24,274 - 29,203	129,862
20000669	Park Designer	4.00	4.00	<b>4.00</b>	66,664 - 80,496	313,936
20000680	Payroll Specialist 2	3.00	3.00	<b>3.00</b>	34,611 - 41,787	122,226
20000743	Principal Engineering Aide	51.00	51.00	<b>52.00</b>	50,003 - 60,549	2,923,799
90000743	Principal Engineering Aide - Hourly	0.50	0.50	<b>0.50</b>	50,003 - 60,549	25,002
20000518	Principal Survey Aide	8.00	8.00	<b>8.00</b>	50,003 - 60,549	455,783
20000748	Principal Traffic Engineering Aide	1.00	1.00	<b>1.00</b>	50,003 - 60,549	59,035
20001222	Program Manager	0.00	2.00	<b>1.00</b>	46,966 - 172,744	119,310
20000760	Project Assistant	7.00	8.00	<b>8.00</b>	57,866 - 69,722	541,792
20000761	Project Officer 1	6.00	7.00	<b>7.00</b>	66,622 - 80,454	537,280
20000763	Project Officer 2	7.00	6.00	<b>6.00</b>	76,794 - 92,851	543,180
20000784	Public Information Officer	1.00	2.00	<b>2.00</b>	43,514 - 52,707	91,064
20000869	Senior Account Clerk	1.00	1.00	<b>1.00</b>	36,067 - 43,514	36,067
20000890	Senior Civil Engineer	0.00	2.00	<b>0.00</b>	76,794 - 92,851	-
20000885	Senior Civil Engineer	24.00	24.00	<b>25.00</b>	76,794 - 92,851	2,063,870
90000890	Senior Civil Engineer - Hourly	0.00	0.39	<b>0.00</b>	76,794 - 92,851	-
90000885	Senior Civil Engineer - Hourly	0.60	0.60	<b>0.60</b>	76,794 - 92,851	46,076
20000927	Senior Clerk/Typist	3.00	3.00	<b>3.00</b>	36,067 - 43,514	127,278
90000400	Senior Drafting Aide - Hourly	0.34	0.34	<b>0.34</b>	44,429 - 53,706	15,106
20000900	Senior Engineering Aide	2.00	2.00	<b>2.00</b>	44,429 - 53,706	101,820
20000830	Senior Engineering Geologist	1.00	1.00	<b>1.00</b>	76,794 - 92,851	-
90000830	Senior Engineering Geologist - Hourly	0.50	0.50	<b>0.50</b>	76,794 - 92,851	38,397
20001014	Senior Land Surveyor	2.00	1.00	<b>1.00</b>	76,794 - 92,851	-
20000015	Senior Management Analyst	9.00	8.00	<b>7.00</b>	59,363 - 71,760	479,159
90000015	Senior Management Analyst - Hourly	0.00	0.00	<b>0.38</b>	59,363 - 71,760	22,558
20000918	Senior Planner	4.00	4.00	<b>4.00</b>	65,354 - 79,019	308,176
20000916	Senior Public Information Officer	2.00	2.00	<b>2.00</b>	54,059 - 65,333	127,400
20000929	Senior Survey Aide	4.00	4.00	<b>4.00</b>	44,429 - 53,706	207,841
20000926	Senior Traffic Engineer	3.75	2.00	<b>2.00</b>	76,794 - 92,851	181,060
90000964	Student Engineer - Hourly	4.34	4.24	<b>4.04</b>	26,707 - 32,011	107,898
20000970	Supervising Management Analyst	3.00	3.00	<b>3.00</b>	66,768 - 80,891	235,392
21000177	Trainer	0.00	0.00	<b>1.00</b>	54,059 - 65,333	63,700
20000756	Word Processing Operator	6.00	5.00	<b>5.00</b>	31,491 - 37,918	173,892
	Bilingual - Regular					1,456
	Confined Space Pay					3,486

# Public Works - Engineering & Capital Projects

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
	Exceptional Performance Pay-Classified					5,486
	Landscape Architect Lic					24,148
	Overtime Budgeted					329,096
	Reg Pay For Engineers					1,539,507
	Termination Pay Annual Leave					73,063
<b>FTE, Salaries, and Wages Subtotal</b>		<b>469.03</b>	<b>479.67</b>	<b>469.88</b>		<b>\$ 32,408,426</b>
		FY2012 Actual	FY2013 Budget	FY2014 Proposed		FY2013-2014 Change
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 289,608	\$ 338,291	\$ 331,786	\$	(6,505)
	Flexible Benefits	2,625,589	2,766,677	2,703,322		(63,355)
	Insurance	85	-	-		-
	Long-Term Disability	173,935	182,477	168,644		(13,833)
	Medicare	456,279	438,330	433,490		(4,840)
	Other Post-Employment Benefits	1,445,427	2,834,373	2,747,419		(86,954)
	Retiree Health Contribution	1,446,397	-	-		-
	Retiree Medical Trust	2,920	2,418	5,339		2,921
	Retirement 401 Plan	11,265	9,677	21,382		11,705
	Retirement ARC	10,945,932	10,976,232	12,795,683		1,819,451
	Retirement DROP	88,926	86,361	108,621		22,260
	Retirement Offset Contribution	118,984	120,491	117,331		(3,160)
	Risk Management Administration	440,618	466,634	459,724		(6,910)
	Supplemental Pension Savings Plan	1,596,789	1,627,535	1,661,750		34,215
	Unemployment Insurance	99,761	93,184	90,577		(2,607)
	Unused Sick Leave	(43)	-	-		-
	Workers' Compensation	220,780	521,161	862,809		341,648
<b>Fringe Benefits Subtotal</b>		<b>\$ 19,963,251</b>	<b>\$ 20,463,841</b>	<b>\$ 22,507,877</b>	<b>\$</b>	<b>2,044,036</b>
<b>Total Personnel Expenditures</b>				<b>\$ 54,916,303</b>		



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# Public Works - General Services



## Division Descriptions

The core mission of General Services is to provide the most efficient and effective direct support to all City departments enabling the provision of critical public services. The City relies on General Services for a range of basic tasks including vehicle maintenance, facilities repair, and publishing services.

General Services is comprised of the following functions:

- Facilities
- Fleet Services
- Publishing Services
- General Services Administration

### Facilities

Facilities provides day-to-day maintenance and repair, modernization, and improvement services including preventive and scheduled maintenance, emergency repairs, deferred maintenance, and tenant improvements to over 1,600 structures. Deferred maintenance work includes re-roofing, replacing heating, ventilating, and air conditioning systems (HVAC), electrical repairs, and structural repairs.

### Fleet Services

Fleet Services provides all City departments with motive equipment and comprehensive fleet management services. Support includes vehicle acquisition, fitting, maintenance and repair, the provision of parts and fuel, body repair, painting, metal fabrication, disposal services, machining, equipment rental, and operator training.

### Publishing Services

Publishing Services is the City's full-service, in-house reproduction and graphics center. Publishing Services delivers full graphics services including design, offset press, high-volume copying, and product finishing. Publishing Services is responsible for the Convenience Copier Program and managing more than 560 multi-function copiers for departmental needs.

The mission of General Services is:

*To proactively, systematically, and in an environmentally-responsible manner, maintain and enhance the City's capital assets, ensuring that they are safe, clean, and functional; to provide customers with safe, economical, state-of-the-art, environmentally-friendly, and reliable fleet services delivered by highly-skilled professionals; and to provide the highest quality of reprographic services to customers in the most timely manner and at the lowest possible cost*

# Public Works - General Services

## Goals and Objectives

The following goals and objectives represent the action plan for General Services:

***Goal 1: Provide preventive, corrective, and emergency maintenance to City facilities to ensure efficient and effective operations (Facilities)***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Develop and implement preventive maintenance programs for City facilities
- Provide ongoing condition assessment of facilities
- Utilize available resources effectively to maintain the City's physical assets

***Goal 2: Provide quality facility services efficiently and economically (Facilities)***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Provide quality customer service at a high level of user satisfaction
- Utilize a computerized maintenance management system for work control
- Respond to emergency requests in a timely manner

***Goal 3: Provide quality fleet services efficiently and economically (Fleet)***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Ensure usage rates reflect the highest level of efficiency and effectiveness
- Provide quality customer service to achieve a high level of user satisfaction

***Goal 4: Minimize the environmental impact of the fleet (Fleet)***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Reduce overall vehicle emissions
- Develop and implement citywide vehicle utilization standards

***Goal 5: Respond adeptly to the City's requirements for reprographic services (Publishing)***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Effectively market the services available from Publishing Services to other City departments
- Provide timely and efficient publishing services to the Division's customers
- Provide employee training and equipment to keep pace with the City of San Diego's reprographic needs

# Public Works - General Services

## Key Performance Indicators

Performance Measure	Actual FY2012	Estimated FY2013	Target FY2014
1. Average number of facility work orders completed per month	682	800	700
2. Average time to respond to an after-hours emergency facility work request	44 min	50 min	50 min
3. Percent of fleet that is over-age and/or over-mileage	15%	15%	20%
4. Percent of Non-Safety Light Duty fleet vehicles classified as Low Emissions Vehicles II	73%	73%	61%
5. Percent reduction of carbon footprint of City's fleet (Green Fleet initiative)	0.07%	0.07%	0.07%
6. Average time to complete standard printing work (business cards, memo pads, envelopes, letterhead)	8.9 days	8.9 days	9.0 days
7. Percent reduction of carbon footprint of City's fleet (Green Fleet initiative) (Fleet)	97%	99%	98%

## Service Efforts and Accomplishments

### Facilities

During Fiscal Year 2013, Facilities completed a range of maintenance, repair, and improvement initiatives City-wide. These included remodeling and painting at the Balboa Park Club, Ocean Beach Lifeguard Tower, Fire Station 42, and Fire Station 32, metal canopy installation at the Environmental Services Department (ESD) Hazardous Waste Transfer Facility, re-roofing and fascia projects at Pump Station 8, upgrade and improvement work at the Pamo Valley Ranch and Golden Hill Golf Course Clubhouse restrooms, maintenance work at the Mission Valley Library, Swanson Pool, Penn Athletic Center, and Martin Luther King (MLK) Recreation Center, ceiling repair at the Doyle Recreation Center Gym, and Mira Mesa ADA upgrade projects. Additionally, the Division completed other projects including lighting retrofits at various City facilities, installation of new electrical equipment at the San Ysidro Library, rekeyed locks and doors at multiple Public Utilities Department buildings and the City Administration Building, replaced boilers at Carmel Valley facilities and installed new counters in the Concourse for the City Treasurer.

### Fleet Services

Fleet Services continued to complete 95 percent of preventive maintenance work within one day and maintained vehicle availability at over 95 percent. The Fleet Services Vehicle Replacement Plan procured 371 vehicles and made significant progress reducing the number of over-age and over-mileage vehicles in the City's Fleet, particularly through the replacement of critical patrol cars and heavy fire apparatus for the Police and Fire-Rescue Departments, respectively. In Fiscal Year 2012, the Fleet Service's employees successfully competed in the City's second Managed Competition process and retained vehicle maintenance and support services in-house. The Fleet employees proposed and continue to implement efficiency measures that will result in savings of approximately \$4.0 million per year over the five year agreement. The Automatic Vehicle Location/Global Positioning System (AVL/GPS) is being deployed throughout the fleet and will enhance the City's ability to maximize fleet utilization, improve communications and safety for City employees, and reduce vehicle operating costs.

### Publishing Services

Publishing Services supports the City's publishing needs by managing the convenience copier program and providing quick copy, offset press, graphic services, and individual printing projects ranging from newsletters to construction

# Public Works - General Services

and legislative documents. Publishing Services completes approximately 4,000 work orders per year and maintains a customer satisfaction rate in excess of 99 percent.

## Managed Competition Performance Measures - Publishing

Performance Measure	Actual FY2012	Estimated FY2013	Target FY2014
1. Standard job turn-around times of approximately 80% within 10 days	8.9 days	8.9 days	9.0 days
2. Up-time for convenience copiers of 99%	99.0%	98.0%	99.0%
3. Customer satisfaction rates of 98%	97.4%	98.0%	98.0%

# Public Works - General Services

## Managed Competition Performance Measures - Fleet

Performance Measure	Actual FY2012	Estimated FY2013	Target FY2014
1. Percent of performance expectations in services to other departments that meet or exceed vehicle availability goals (99%)	N/A <sup>1</sup>	N/A <sup>1</sup>	99.0%
2. Percent of respondents satisfied with Fleet Services (95%)	N/A <sup>1</sup>	N/A <sup>1</sup>	95.0%
3. Percent of Non-Safety Light Duty fleet vehicles classified as Low Emissions Vehicles II (Green Fleet initiative to help reduce carbon footprint below (61% /661 vehicles)	73%	73%	61%
4. Percent of Non-Safety Medium/Heavy Duty fleet on-road diesel powered vehicles meeting CA Code Reg. Title 13 (State Law requirement) (58% /325 vehicles)	N/A <sup>1</sup>	N/A <sup>2</sup>	N/A <sup>2</sup>
5. Percent reduction of carbon footprint of City's fleet (Green Fleet initiative) (+3.5% /49.9KG)	0.07%	0.07%	0.07%
6. "A" PMs completed within one day	N/A <sup>1</sup>	N/A <sup>1</sup>	90.0%
7. 95% scheduled PMs completed	N/A <sup>1</sup>	N/A <sup>1</sup>	95.0%
8. PMs Past due at 5% or less	N/A <sup>1</sup>	N/A <sup>1</sup>	5.0%
9. Turn-around average for repairs of 75% within one day	N/A <sup>1</sup>	N/A <sup>1</sup>	75.0%
10. A vehicle availability rate of 92.5% for customer fleets overall, 90% for the Priority 1 vehicles and 95% for Priority 2 vehicles if not depreciated	N/A <sup>1</sup>	N/A <sup>1</sup>	92.5%
11. A vehicle availability rate of 85% for Priority 1 vehicles and 90%, and for Priority 2 vehicles that have depreciated or to meet established daily minimum needs as negotiated between the customer and the Division	N/A <sup>1</sup>	N/A <sup>1</sup>	85.0% (Priority 1) 90.0% (Priority 2)
12. 75% of calls will be responded to within thirty minutes for in-house duty-hour services	N/A <sup>1</sup>	N/A <sup>1</sup>	75.0%
13. 95% of calls will be responded to within one hour within the City's geographic boundaries	N/A <sup>1</sup>	N/A <sup>1</sup>	95.0%
14. Percent of time spent on preventive maintenance as opposed to unscheduled repair (>54.5%)	N/A <sup>1</sup>	N/A <sup>1</sup>	54.5%
15. Number and dollar value of possible violations and fines during Air Pollution Control District annual inspections for non-compliance to Title 13 Diesel emission standards (0/ \$0)	N/A <sup>1</sup>	N/A <sup>1</sup>	0
16. Percent of the total fleet that is over age and/or mileage (<12%)	15%	15%	13%
17. Percent of master technicians Automotive Service Excellence (ASE)/Welder certified (>38%)	N/A <sup>1</sup>	N/A <sup>1</sup>	>38%
18. Number of shops Automotive Service Excellence (ASE) certified (>2)	N/A <sup>1</sup>	N/A <sup>1</sup>	2

1.New measures based on the Fleet Maintenance RFP and subsequent employee proposal. This measure is not tracked and reported for compliance. Systems are being established to track and report the measure once the employee proposal is fully implemented.

2.This measure is no longer applicable since all vehicles have been equipped with Diesel Particulate Traps or have been replaced with vehicles with the technology included.



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# Public Works - General Services

## Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
FTE Positions (Budgeted)	425.33	294.50	302.50	8.00
Personnel Expenditures	\$ 36,390,696	\$ 25,799,771	\$ 28,114,460	\$ 2,314,689
Non-Personnel Expenditures	63,176,339	59,759,979	65,006,278	5,246,299
<b>Total Department Expenditures</b>	<b>\$ 99,567,035</b>	<b>\$ 85,559,750</b>	<b>\$ 93,120,738</b>	<b>\$ 7,560,988</b>
<b>Total Department Revenue</b>	<b>\$ 97,807,132</b>	<b>\$ 83,575,169</b>	<b>\$ 86,487,611</b>	<b>\$ 2,912,442</b>

## General Fund

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Administration	\$ 776,644	\$ 1,170,300	\$ 1,146,878	\$ (23,422)
Facilities	14,123,274	14,021,545	14,564,447	542,902
<b>Total</b>	<b>\$ 14,899,918</b>	<b>\$ 15,191,845</b>	<b>\$ 15,711,325</b>	<b>\$ 519,480</b>

### Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Administration	5.00	9.00	7.00	(2.00)
Facilities	107.00	107.00	116.00	9.00
<b>Total</b>	<b>112.00</b>	<b>116.00</b>	<b>123.00</b>	<b>7.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Deferred Capital Operations &amp; Maintenance Support</b> Addition of 9.00 FTE positions and associated non-personnel expenditures to provide operations and maintenance support for the deferred capital backlog.	9.00	\$ 872,548	\$ -
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	864,008	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	62,891	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	33,732	-
<b>New Global Positioning System (GPS) Contract</b> Addition of expenditures for data/service plan associated with new GPS contract.	0.00	5,760	-

# Public Works - General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Transfer of Information Systems Positions</b>	(2.00)	(208,459)	-
Transfer of 1.00 Information Systems Analyst 2 and 1.00 Information Systems Technician from the Public Works - General Services Department to the Public Works Engineering & Capital Projects Department.			
<b>One-Time Reductions and Annualizations</b>	0.00	(1,111,000)	-
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2013.			
<b>Revised Revenue</b>	0.00	-	(119,587)
Adjustment to reflect Fiscal Year 2014 revenue projections.			
<b>Total</b>	<b>7.00</b>	<b>\$ 519,480</b>	<b>\$ (119,587)</b>

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 5,150,603	\$ 5,668,375	\$ 6,297,599	\$ 629,224
Fringe Benefits	3,381,118	3,752,602	4,499,836	747,234
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 8,531,720</b>	<b>\$ 9,420,977</b>	<b>\$ 10,797,435</b>	<b>\$ 1,376,458</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 2,024,532	\$ 1,335,196	\$ 1,491,163	\$ 155,967
Contracts	1,927,237	1,812,537	1,865,282	52,745
Information Technology	306,951	455,078	485,966	30,888
Energy and Utilities	633,431	974,727	972,210	(2,517)
Other	11,880	28,305	47,013	18,708
Transfers Out	1,351,726	1,135,025	22,256	(1,112,769)
Capital Expenditures	58,609	30,000	30,000	-
Debt	53,833	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 6,368,198</b>	<b>\$ 5,770,868</b>	<b>\$ 4,913,890</b>	<b>\$ (856,978)</b>
<b>Total</b>	<b>\$ 14,899,918</b>	<b>\$ 15,191,845</b>	<b>\$ 15,711,325</b>	<b>\$ 519,480</b>

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Charges for Services	\$ 3,847,824	\$ 4,001,183	\$ 3,881,596	\$ (119,587)
Other Revenue	4,674	-	-	-
<b>Total</b>	<b>\$ 3,852,498</b>	<b>\$ 4,001,183</b>	<b>\$ 3,881,596</b>	<b>\$ (119,587)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 31,491
20000012	Administrative Aide 1	0.00	1.00	1.00	36,962 - 44,533	42,518
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	50,051
20000070	Assistant Engineer-Civil	1.00	1.00	1.00	57,866 - 69,722	63,690
20000143	Associate Engineer-Civil	1.00	1.00	1.00	66,622 - 80,454	77,164
20000201	Building Maintenance Supervisor	6.00	6.00	6.00	61,859 - 74,797	409,666



# Public Works - General Services

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
20000224	Building Service Technician	18.00	18.00	17.00	33,322 - 39,666	649,944
20000202	Building Supervisor	2.00	1.00	1.00	39,770 - 47,736	46,543
20000234	Carpenter	12.00	12.00	12.00	43,451 - 52,000	563,451
20000617	Construction Estimator	1.00	3.00	3.00	53,706 - 64,958	120,560
20000354	Custodian 2	9.00	9.00	9.00	26,250 - 31,242	280,153
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	155,202
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	114,460
20000408	Electrician	12.00	12.00	13.00	47,091 - 56,534	644,224
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	51,349
20000499	Heating Technician	3.00	3.00	3.00	47,091 - 56,534	160,159
20000290	Information Systems Analyst 2	0.00	2.00	1.00	54,059 - 65,333	63,373
20000998	Information Systems Analyst 4	1.00	1.00	1.00	66,768 - 80,891	78,464
20000377	Information Systems Technician	0.00	2.00	1.00	42,578 - 51,334	50,051
20000613	Locksmith	2.00	2.00	2.00	44,221 - 52,853	97,074
20000667	Painter	7.00	5.00	7.00	41,600 - 49,962	312,903
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	40,742
20000709	Plasterer	0.00	0.00	2.00	45,490 - 54,538	45,490
20000711	Plumber	10.00	10.00	11.00	47,091 - 56,534	597,489
20000833	Refrigeration Mechanic	6.00	6.00	7.00	47,091 - 56,534	358,511
20000842	Roofer	4.00	4.00	6.00	39,666 - 47,528	269,443
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	57,907
20000223	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	90,693
20000222	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	90,693
20000312	Senior Department Human Resources Analyst	1.00	0.00	0.00	59,363 - 71,760	-
20000826	Senior Locksmith	1.00	1.00	1.00	46,446 - 55,578	55,578
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	69,966
20000966	Senior Refrigeration Mechanic	3.00	3.00	3.00	49,462 - 59,384	178,152
20000950	Stock Clerk	0.00	0.00	1.00	30,056 - 36,275	30,056
20000313	Supervising Department Human Resources Analyst	0.00	1.00	1.00	66,768 - 80,891	78,464
20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	78,464
20000756	Word Processing Operator	1.00	1.00	1.00	31,491 - 37,918	36,970
	Night Shift Pay					1,562
	Overtime Budgeted					132,948
	Reg Pay For Engineers					21,981
<b>FTE, Salaries, and Wages Subtotal</b>		<b>112.00</b>	<b>116.00</b>	<b>123.00</b>		<b>\$ 6,297,599</b>
		<b>FY2012 Actual</b>	<b>FY2013 Budget</b>	<b>FY2014 Proposed</b>	<b>FY2013-2014 Change</b>	
<b>Fringe Benefits</b>						
Employee Offset Savings		\$ 21,054	\$ 32,016	\$ 30,253	\$ (1,763)	
Flexible Benefits		488,027	574,876	654,076	79,200	

# Public Works - General Services

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Insurance	338	-	-	-
Long-Term Disability	28,280	31,763	33,404	1,641
Medicare	73,319	75,236	85,943	10,707
Other Post-Employment Benefits	257,528	658,008	748,153	90,145
Retiree Health Contribution	428,635	-	-	-
Retiree Medical Trust	1,649	1,403	2,835	1,432
Retirement 401 Plan	6,324	5,614	11,342	5,728
Retirement ARC	1,586,381	1,758,585	2,226,467	467,882
Retirement DROP	11,387	12,697	17,771	5,074
Retirement Offset Contribution	4,289	4,989	5,068	79
Risk Management Administration	93,588	108,368	125,188	16,820
Supplemental Pension Savings Plan	246,623	280,329	273,371	(6,958)
Unemployment Insurance	16,150	16,172	17,946	1,774
Workers' Compensation	117,544	192,546	268,019	75,473
<b>Fringe Benefits Subtotal</b>	<b>\$ 3,381,118</b>	<b>\$ 3,752,602</b>	<b>\$ 4,499,836</b>	<b>\$ 747,234</b>
<b>Total Personnel Expenditures</b>			<b>\$ 10,797,435</b>	

## Fleet Services Operating Fund

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Fleet Services	\$ 52,360,307	\$ 48,036,589	\$ 51,647,391	\$ 3,610,802
<b>Total</b>	<b>\$ 52,360,307</b>	<b>\$ 48,036,589</b>	<b>\$ 51,647,391</b>	<b>\$ 3,610,802</b>

### Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Fleet Services	249.00	168.50	169.50	1.00
<b>Total</b>	<b>249.00</b>	<b>168.50</b>	<b>169.50</b>	<b>1.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>New Global Positioning System (GPS) Contract</b> Addition of expenditures associated with the implementation of the new citywide GPS contract.	0.00	\$ 1,310,000	\$ -
<b>Restoration of Automotive Parts Supplying</b> Restoration of 12.50 FTE positions and related non-personnel expenditures associated with the Fleet Services Managed Competition Employee Proposal Team's Alternate Proposal related to automobile parts supplying, and adjustment to expenditures to reflect the approved Fiscal Year 2014 Bid level.	12.50	1,270,171	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	587,397	-

# Public Works - General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Increase for New Vehicle Tires</b> Increase for purchase of new tires for the City's fleet vehicles due to the rising cost of new tires.	0.00	449,445	-
<b>Addition of Fuel Expenditures</b> Adjustment to reflect the increase of expenditures for gasoline and other motor fuels.	0.00	139,680	-
<b>New Global Positioning System (GPS) Contract</b> Addition of expenditures for data/service plan associated with new GPS contract.	0.00	11,952	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(60,577)	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	(11.50)	(97,266)	-
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	3,555,347
<b>One-Time Reductions and Annualizations</b> Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2013.	0.00	-	(6,045)
<b>Total</b>	<b>1.00</b>	<b>\$ 3,610,802</b>	<b>\$ 3,549,302</b>

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 13,115,602	\$ 9,496,612	\$ 9,423,422	\$ (73,190)
Fringe Benefits	9,147,997	6,065,867	7,044,641	978,774
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 22,263,599</b>	<b>\$ 15,562,479</b>	<b>\$ 16,468,063</b>	<b>\$ 905,584</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 8,157,795	\$ 7,508,867	\$ 8,365,799	\$ 856,932
Contracts	4,005,155	6,402,757	7,345,469	942,712
Information Technology	802,952	1,343,802	1,207,851	(135,951)
Energy and Utilities	16,890,970	16,881,005	17,312,943	431,938
Other	45,660	53,100	249,376	196,276
Transfers Out	178,615	175,326	175,274	(52)
Capital Expenditures	15,560	107,620	107,620	-
Debt	-	1,633	414,996	413,363
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 30,096,708</b>	<b>\$ 32,474,110</b>	<b>\$ 35,179,328</b>	<b>\$ 2,705,218</b>
<b>Total</b>	<b>\$ 52,360,307</b>	<b>\$ 48,036,589</b>	<b>\$ 51,647,391</b>	<b>\$ 3,610,802</b>

# Public Works - General Services

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Charges for Services	\$ 51,124,677	\$ 46,884,093	\$ 50,439,440	\$ 3,555,347
Fines Forfeitures and Penalties	-	26,045	20,000	(6,045)
Other Revenue	340,813	295,000	295,000	-
Rev from Money and Prop	8,433	-	-	-
Transfers In	892,951	892,951	892,951	-
<b>Total</b>	<b>\$ 52,366,873</b>	<b>\$ 48,098,089</b>	<b>\$ 51,647,391</b>	<b>\$ 3,549,302</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	2.00	2.00	2.00	\$31,491 - \$37,918	\$ 68,461
20000024	Administrative Aide 2	1.00	0.00	0.00	42,578 - 51,334	-
20000088	Assistant Engineer-Mechanical	1.00	1.00	1.00	57,866 - 69,722	65,887
20000154	Associate Engineer-Mechanical	1.00	1.00	1.00	66,622 - 80,454	78,443
20000119	Associate Management Analyst	0.00	1.00	1.50	54,059 - 65,333	81,089
20000193	Body and Fender Mechanic	5.00	5.00	5.00	44,366 - 53,206	266,030
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	114,460
20000420	Equipment Mechanic	112.00	83.00	70.00	44,366 - 53,206	3,715,580
20000438	Equipment Painter	2.00	2.00	2.00	44,366 - 53,206	106,412
20000417	Equipment Repair Supervisor	17.00	1.50	0.00	54,309 - 65,666	-
20000439	Equipment Service Writer	6.00	8.00	12.00	47,715 - 57,158	619,796
20000433	Equipment Trainer	1.00	1.00	1.00	47,570 - 57,533	56,095
20000062	Fleet Maintenance Supervisor	0.00	7.00	7.00	62,421 - 75,525	436,947
20000774	Fleet Manager	3.00	2.00	3.00	76,773 - 93,018	254,438
20000183	Fleet Parts Buyer	5.00	2.50	1.00	44,637 - 54,059	44,637
20000182	Fleet Parts Buyer Supervisor	1.00	0.50	1.00	51,355 - 62,442	51,355
21000195	Fleet Team Leader	0.00	0.00	8.00	50,003 - 61,402	400,025
20000290	Information Systems Analyst 2	1.00	0.00	0.00	54,059 - 65,333	-
20000377	Information Systems Technician	2.00	0.00	0.00	42,578 - 51,334	-
20000618	Machinist	2.00	1.00	1.00	46,134 - 55,266	55,266
20000644	Metal Fabrication Supervisor	2.00	2.00	2.00	54,309 - 65,666	128,048
20000445	Motive Service Technician	24.00	0.00	0.00	34,195 - 40,976	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	40,742
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	68,182
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	69,966
20000443	Senior Motive Service Technician	24.00	24.00	24.00	36,587 - 43,618	990,584
20000950	Stock Clerk	2.00	1.00	7.00	30,056 - 36,275	210,392
20000951	Stock Clerk	11.00	5.50	0.00	30,056 - 36,275	-
20000955	Storekeeper 1	1.00	0.50	3.00	34,611 - 41,517	103,834
20001051	Utility Worker 1	3.00	2.00	2.00	30,534 - 36,296	72,592
20001056	Vehicle and Fuel Clerk	3.00	2.00	2.00	31,491 - 37,918	73,940
20001058	Welder	12.00	9.00	9.00	44,366 - 53,206	470,014
20000756	Word Processing Operator	1.00	0.00	0.00	31,491 - 37,918	-

# Public Works - General Services

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
	ASE Cert					50,024
	ASE Damage Estimate					936
	ASE Master Cert					130,683
	Class B					56,160
	Collision Repair Cert					3,640
	Exceptional Performance Pay-Classified					3,000
	Night Shift Pay					77,124
	Overtime Budgeted					400,000
	Termination Pay Annual Leave					40,648
	Welding Certification					17,992
<b>FTE, Salaries, and Wages Subtotal</b>		<b>249.00</b>	<b>168.50</b>	<b>169.50</b>		<b>\$ 9,423,422</b>
		FY2012 Actual	FY2013 Budget	FY2014 Proposed		FY2013-2014 Change
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 31,022	\$ 25,907	\$ 27,382	\$	1,475
	Flexible Benefits	1,281,384	931,960	955,164		23,204
	Long-Term Disability	68,655	50,422	46,823		(3,599)
	Medicare	171,860	112,590	115,213		2,623
	Other Post-Employment Benefits	620,638	1,059,328	1,068,790		9,462
	Retiree Health Contribution	1,624,537	-	-		-
	Retiree Medical Trust	2,665	868	602		(266)
	Retirement 401 Plan	9,898	3,473	2,409		(1,064)
	Retirement ARC	4,025,089	2,897,998	3,694,663		796,665
	Retirement DROP	46,530	35,470	33,084		(2,386)
	Retirement Offset Contribution	10,894	6,714	6,388		(326)
	Risk Management Administration	237,315	174,160	178,840		4,680
	Supplemental Pension Savings Plan	664,794	471,341	442,321		(29,020)
	Unemployment Insurance	39,352	25,872	25,116		(756)
	Unused Sick Leave	-	-	-		-
	Workers' Compensation	313,363	269,764	447,846		178,082
<b>Fringe Benefits Subtotal</b>		<b>\$ 9,147,997</b>	<b>\$ 6,065,867</b>	<b>\$ 7,044,641</b>	<b>\$</b>	<b>978,774</b>
<b>Total Personnel Expenditures</b>					<b>\$</b>	<b>16,468,063</b>

## Fleet Services Replacement Fund

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Fleet Services	\$ 19,261,068	\$ 18,943,165	\$ 22,461,956	\$ 3,518,791
<b>Total</b>	<b>\$ 19,261,068</b>	<b>\$ 18,943,165</b>	<b>\$ 22,461,956</b>	<b>\$ 3,518,791</b>

# Public Works - General Services

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Vehicle Purchases</b> Adjustment to reflect vehicle cash replacement funding estimates.	0.00	\$ 3,717,686	\$ -
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(198,895)	-
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	(157,045)
<b>Total</b>	<b>0.00</b>	<b>\$ 3,518,791</b>	<b>\$ (157,045)</b>

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>NON-PERSONNEL</b>				
Supplies	\$ 843,946	\$ -	\$ -	\$ -
Contracts	\$ 838,483	\$ -	\$ -	\$ -
Other Expenses	\$ 1,516,454	\$ -	\$ -	\$ -
Capital Expenditures	8,891,220	10,271,555	<b>13,989,241</b>	3,717,686
Debt	7,170,965	8,671,610	<b>8,472,715</b>	(198,895)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 19,261,068</b>	<b>\$ 18,943,165</b>	<b>\$ 22,461,956</b>	<b>\$ 3,518,791</b>
<b>Total</b>	<b>\$ 19,261,068</b>	<b>\$ 18,943,165</b>	<b>\$ 22,461,956</b>	<b>\$ 3,518,791</b>

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Charges for Services	\$ 23,538,742	\$ 22,583,138	<b>\$ 22,426,093</b>	\$ (157,045)
Other Revenue	2,797,303	2,000,000	<b>2,000,000</b>	-
Transfers In	1,632,112	3,119,490	<b>3,119,490</b>	-
<b>Total</b>	<b>\$ 27,968,157</b>	<b>\$ 27,702,628</b>	<b>\$ 27,545,583</b>	<b>\$ (157,045)</b>

# Publishing Services Fund

## Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Publishing Services	\$ 3,679,647	\$ 3,388,151	<b>\$ 3,300,066</b>	\$ (88,085)
<b>Total</b>	<b>\$ 3,679,647</b>	<b>\$ 3,388,151</b>	<b>\$ 3,300,066</b>	<b>\$ (88,085)</b>

## Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Publishing Services	14.33	10.00	<b>10.00</b>	0.00
<b>Total</b>	<b>14.33</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>

# Public Works - General Services

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	\$ 32,647	\$ -
Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.			
<b>Publishing Services Managed Competition</b>	0.00	2,974	-
Adjustment to non-personnel expenditures to reflect the approved Fiscal Year 2014 Bid level for the Publishing Services Managed Competition.			
<b>Non-Discretionary Adjustment</b>	0.00	(738)	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
<b>Equipment/Support for Information Technology</b>	0.00	(28,025)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>Convenience Copier Contract</b>	0.00	(94,943)	(359,173)
Adjustment to reflect the reduction in expenditures and revenue associated with the full implementation of the Sharp Convenience Copier Contract.			
<b>One-Time Reductions and Annualizations</b>	0.00	-	(1,055)
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2013.			
<b>Total</b>	<b>0.00</b>	<b>\$ (88,085)</b>	<b>\$ (360,228)</b>

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 548,424	\$ 460,099	\$ 460,352	\$ 253
Fringe Benefits	386,736	356,216	388,610	32,394
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 935,160</b>	<b>\$ 816,315</b>	<b>\$ 848,962</b>	<b>\$ 32,647</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 293,563	\$ 256,892	\$ 366,507	\$ 109,615
Contracts	2,078,779	2,080,257	1,890,775	(189,482)
Information Technology	223,389	121,877	73,753	(48,124)
Energy and Utilities	70,484	81,278	89,348	8,070
Other	62,290	15,834	15,026	(808)
Transfers Out	15,981	11,206	11,203	(3)
Debt	-	4,492	4,492	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 2,744,487</b>	<b>\$ 2,571,836</b>	<b>\$ 2,451,104</b>	<b>\$ (120,732)</b>
<b>Total</b>	<b>\$ 3,679,647</b>	<b>\$ 3,388,151</b>	<b>\$ 3,300,066</b>	<b>\$ (88,085)</b>



# Public Works - General Services

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Charges for Services	\$ 3,788,540	\$ 3,772,214	\$ 3,413,041	\$ (359,173)
Fines Forfeitures and Penalties	-	1,055	-	(1,055)
Other Revenue	30,781	-	-	-
Rev from Money and Prop	514	-	-	-
<b>Total</b>	<b>\$ 3,819,835</b>	<b>\$ 3,773,269</b>	<b>\$ 3,413,041</b>	<b>\$ (360,228)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
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### FTE, Salaries, and Wages

20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 36,970
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	42,578
20000191	Bindery Worker 2	3.00	2.00	1.00	28,870 - 34,133	34,133
20000192	Bindery Worker 3	1.00	1.00	0.00	31,782 - 37,627	-
20000539	Clerical Assistant 2	0.33	0.00	0.00	29,931 - 36,067	-
20000487	Graphic Designer	3.33	2.00	2.00	43,264 - 51,979	101,360
20000290	Information Systems Analyst 2	1.00	0.00	0.00	54,059 - 65,333	-
20000609	Lithographic Technician	0.33	0.00	0.00	40,019 - 47,674	-
20000752	Print Shop Supervisor	1.00	1.00	1.00	57,158 - 68,120	66,417
21000193	Publishing Specialist 2	0.00	0.00	1.00	31,782 - 37,627	31,782
20000912	Senior Offset Press Operator	2.33	2.00	2.00	38,106 - 45,344	90,688
21000194	Senior Publishing Specialist	0.00	0.00	1.00	36,962 - 44,533	36,962
	Overtime Budgeted					19,462

<b>FTE, Salaries, and Wages Subtotal</b>	<b>14.32</b>	<b>10.00</b>	<b>10.00</b>	<b>\$</b>	<b>460,352</b>
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	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
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### Fringe Benefits

Employee Offset Savings	\$ 4,898	\$ 2,549	\$ 2,526	\$ (23)
Flexible Benefits	68,484	58,250	58,250	-
Long-Term Disability	3,107	2,543	2,411	(132)
Medicare	6,699	5,319	5,317	(2)
Other Post-Employment Benefits	31,228	63,270	62,870	(400)
Retirement ARC	211,558	165,950	213,523	47,573
Retirement DROP	84	-	-	-
Retirement Offset Contribution	1,400	1,020	1,011	(9)
Risk Management Administration	11,268	10,420	10,520	100
Supplemental Pension Savings Plan	27,407	22,219	19,528	(2,691)
Unemployment Insurance	1,771	1,296	1,295	(1)
Workers' Compensation	18,831	23,380	11,359	(12,021)

<b>Fringe Benefits Subtotal</b>	<b>\$ 386,736</b>	<b>\$ 356,216</b>	<b>\$ 388,610</b>	<b>\$ 32,394</b>
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<b>Total Personnel Expenditures</b>	<b>\$</b>	<b>848,962</b>
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# Public Works - General Services

## Wireless Communications Technology Fund<sup>1</sup>

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Communications	\$ 9,366,095	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 9,366,095</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Communications	50.00	0.00	0.00	0.00
<b>Total</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 2,967,412	\$ -	\$ -	\$ -
Fringe Benefits	1,692,805	-	-	-
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 4,660,217</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 283,127	\$ -	\$ -	\$ -
Contracts	637,759	-	-	-
Information Technology	444,562	-	-	-
Energy and Utilities	167,277	-	-	-
Other	69,889	-	-	-
Transfers Out	59,528	-	-	-
Capital Expenditures	121,511	-	-	-
Debt	2,922,226	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 4,705,878</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 9,366,095</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Charges for Services	\$ 680,226	\$ -	\$ -	\$ -
Other Revenue	8,341	-	-	-
Rev from Money and Prop	27,317	-	-	-
Rev from Other Agencies	3,667	-	-	-
Transfers In	9,080,218	-	-	-
<b>Total</b>	<b>\$ 9,799,769</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
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#### FTE, Salaries, and Wages

20000011	Account Clerk	2.00	0.00	0.00	\$31,491 - \$37,918	\$ -
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<sup>1</sup>The Wireless Communications Technology Fund is budgeted in the Department of Information Technology in Fiscal Years 2013 and 2014.

# Public Works - General Services

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range		Total
20000252	Apprentice 2-Communications Technician	1.00	0.00	0.00	49,962 -	63,294	-
20000139	Associate Communications Engineer	4.00	0.00	0.00	66,622 -	80,454	-
20000539	Clerical Assistant 2	1.00	0.00	0.00	29,931 -	36,067	-
20000403	Communications Technician	20.00	0.00	0.00	58,157 -	69,742	-
20000405	Communications Technician Supervisor	2.00	0.00	0.00	66,685 -	80,600	-
20001168	Deputy Director	1.00	0.00	0.00	46,966 -	172,744	-
20000419	Equipment Technician 1	5.00	0.00	0.00	36,005 -	43,139	-
20000418	Equipment Technician 1	1.00	0.00	0.00	36,005 -	43,139	-
20000425	Equipment Technician 2	2.00	0.00	0.00	39,499 -	47,091	-
20000927	Senior Clerk/Typist	1.00	0.00	0.00	36,067 -	43,514	-
20000288	Senior Communications Engineer	1.00	0.00	0.00	76,794 -	92,851	-
20000897	Senior Communications Technician	6.00	0.00	0.00	61,048 -	73,216	-
20000402	Senior Communications Technician Supervisor	1.00	0.00	0.00	76,710 -	92,602	-
20000015	Senior Management Analyst	1.00	0.00	0.00	59,363 -	71,760	-
20000956	Storekeeper 2	1.00	0.00	0.00	37,835 -	45,718	-
FTE, Salaries, and Wages Subtotal		50.00	0.00	0.00	\$		-
		FY2012 Actual		FY2013 Budget	FY2014 Proposed	FY2013-2014 Change	
Fringe Benefits							
Employee Offset Savings		\$ 11,063	\$ -	\$ -	\$ -	\$ -	
Flexible Benefits		248,109	-	-	-	-	
Long-Term Disability		16,665	-	-	-	-	
Medicare		39,677	-	-	-	-	
Other Post-Employment Benefits		112,428	-	-	-	-	
Retirement ARC		1,015,552	-	-	-	-	
Retirement DROP		11,629	-	-	-	-	
Retirement Offset Contribution		3,273	-	-	-	-	
Risk Management Administration		45,216	-	-	-	-	
Supplemental Pension Savings Plan		160,255	-	-	-	-	
Unemployment Insurance		9,482	-	-	-	-	
Workers' Compensation		19,456	-	-	-	-	
Fringe Benefits Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	
Total Personnel Expenditures					\$ -		

# Public Works - General Services

## Revenue and Expense Statement (Non-General Fund)

Fleet Services Operating Fund	FY2012 Actual	FY2013 <sup>*</sup> Budget	FY2014 Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 3,388,944	\$ 5,571,976	\$ 1,794,583
Continuing Appropriation - CIP	808,857	982,695	982,695
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 4,197,801</b>	<b>\$ 6,554,671</b>	<b>\$ 2,777,278</b>
<b>REVENUE</b>			
Sale of Equipment/Material/Fuel	\$ 18,085	\$ 16,587,105	\$ 50,000
Equipment Usage Charge	46,576,620	28,071,988	31,612,655
Pool Revenue	836,416	1,200,000	1,200,000
Direct Charges for Services	1,751,105	1,075,000	—
Other	149,817	271,045	—
Transfer from Other Funds	892,951	892,951	892,951
Fuel	2,141,879	—	16,816,785
Billable Maintenance	—	—	1,075,000
<b>TOTAL REVENUE</b>	<b>\$ 52,366,873</b>	<b>\$ 48,098,089</b>	<b>\$ 51,647,391</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 56,564,674</b>	<b>\$ 54,652,760</b>	<b>\$ 54,424,669</b>
<b>CAPITAL IMPROVEMENT PROGRAM (CIP) EXPENSE</b>			
CIP Expenditures	\$ 1,162	\$ —	\$ —
<b>TOTAL CIP EXPENSE</b>	<b>\$ 1,162</b>	<b>\$ —</b>	<b>\$ —</b>
<b>OPERATING EXPENSE</b>			
Administration	\$ 3,782,665	\$ 4,435,275	\$ 3,563,263
Acquisition/Fitting	1,198,798	287,890	306,458
Repair/Maintenance	30,273,853	25,308,338	23,991,992
Support Services	519,991	977,120	2,612,227
Fuel, Tanks, and Fuel Systems	16,585,000	17,027,966	17,281,169
Other Expenditures	—	—	892,951
Billable Maintenance	—	—	2,742,788
Rental	—	—	256,543
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 52,360,307</b>	<b>\$ 48,036,589</b>	<b>\$ 51,647,391</b>
<b>TOTAL EXPENSE</b>	<b>\$ 52,361,469</b>	<b>\$ 48,036,589</b>	<b>\$ 51,647,391</b>
<b>RESERVES</b>			
Continuing Appropriation - CIP	\$ 982,695	\$ 982,695	\$ 982,695
<b>TOTAL RESERVES</b>	<b>\$ 982,695</b>	<b>\$ 982,695</b>	<b>\$ 982,695</b>
<b>BALANCE</b>	<b>\$ 3,220,510</b>	<b>\$ 5,633,476</b>	<b>\$ 1,794,583</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 56,564,674</b>	<b>\$ 54,652,760</b>	<b>\$ 54,424,669</b>

<sup>\*</sup> At the time of publication, audited financial statements for Fiscal Year 2013 were not available. Therefore, the Fiscal Year 2013 column reflects final budget amounts from the Fiscal Year 2013 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.

# Public Works - General Services

## Revenue and Expense Statement (Non-General Fund)

Fleet Services Replacement Fund	FY2012 Actual	FY2013 <sup>*</sup> Budget	FY2014 Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 44,069,760	\$ 67,573,480	\$ 45,240,751
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 44,069,760</b>	<b>\$ 67,573,480</b>	<b>\$ 45,240,751</b>
<b>REVENUE</b>			
Vehicle Assignment	\$ 22,702,326	\$ 22,583,138	\$ 22,426,093
Transfer for Fire Lease Payment	—	3,119,490	3,119,490
Sale of Equipment/Material/Fuel	2,790,457	2,000,000	2,000,000
Fleet Operations Pool Rental	836,416	—	—
Transfer from Governmental Funds	1,509,188	—	—
Transfer from Other Funds	122,923	—	—
Other Revenue	6,847	—	—
<b>TOTAL REVENUE</b>	<b>\$ 27,968,157</b>	<b>\$ 27,702,628</b>	<b>\$ 27,545,583</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 72,037,917</b>	<b>\$ 95,276,108</b>	<b>\$ 72,786,334</b>
<b>OPERATING EXPENSE</b>			
Fitting/Acquisition (includes cash payments)	\$ 10,579,412	\$ 10,271,555	\$ 13,989,241
Equipment Vehicle Financing Program (EVFP)	7,170,966	8,671,610	8,472,715
Sales Tax on New Debt	1,510,690	—	—
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 19,261,068</b>	<b>\$ 18,943,165</b>	<b>\$ 22,461,956</b>
<b>TOTAL EXPENSE</b>	<b>\$ 19,261,068</b>	<b>\$ 18,943,165</b>	<b>\$ 22,461,956</b>
<b>BALANCE</b>	<b>\$ 52,776,849</b>	<b>\$ 76,332,943</b>	<b>\$ 50,324,378</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 72,037,917</b>	<b>\$ 95,276,108</b>	<b>\$ 72,786,334</b>

<sup>\*</sup> At the time of publication, audited financial statements for Fiscal Year 2013 were not available. Therefore, the Fiscal Year 2013 column reflects final budget amounts from the Fiscal Year 2013 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.

# Public Works - General Services

## Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2012 Actual	FY2013 <sup>*</sup> Budget	FY2014 Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 8,974	\$ 8,974	\$ 265,052
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 8,974</b>	<b>\$ 8,974</b>	<b>\$ 265,052</b>
<b>REVENUE</b>			
Citywide Photocopy Program	\$ 1,922,102	\$ 1,613,410	\$ 1,254,237
Press Operations	1,756,365	2,158,804	2,158,804
Litigation Awards - Miscellaneous	—	1,055	—
Reimbursements between Funds / Departments	110,183	—	—
Litho Standard	(110)	—	—
Reimbursements from other Agencies	24,024	—	—
Sale of Discarded Material	6,757	—	—
Interest Pooled Investment	514	—	—
<b>TOTAL REVENUE</b>	<b>\$ 3,819,835</b>	<b>\$ 3,773,269</b>	<b>\$ 3,413,041</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 3,828,809</b>	<b>\$ 3,782,243</b>	<b>\$ 3,678,093</b>
<b>OPERATING EXPENSE</b>			
Personnel Expense	\$ 935,160	\$ 816,315	\$ 848,962
Non-Personnel Expense	2,744,487	2,571,836	2,451,104
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 3,679,647</b>	<b>\$ 3,388,151</b>	<b>\$ 3,300,066</b>
<b>TOTAL EXPENSE</b>	<b>\$ 3,679,647</b>	<b>\$ 3,388,151</b>	<b>\$ 3,300,066</b>
<b>BALANCE</b>	<b>\$ 149,161</b>	<b>\$ 394,092</b>	<b>\$ 378,027</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 3,828,809</b>	<b>\$ 3,782,243</b>	<b>\$ 3,678,093</b>

<sup>\*</sup> At the time of publication, audited financial statements for Fiscal Year 2013 were not available. Therefore, the Fiscal Year 2013 column reflects final budget amounts from the Fiscal Year 2013 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.



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